



Minutes

Of a meeting of the **Local Governing Body** of St Mary's Catholic Primary School held in school on

10 February 2025, 6:00pm

Present: Mr S Taylor (Chair, Foundation); Mr D O'Connor (Head); Mrs E Correia (Foundation); Mrs T Yarker (Foundation); Mrs N Henderson-Andrade (Foundation); Mr G Refalo (Elected Parent); Mrs S Horton (Staff); Mrs E Morgan (Foundation); Mrs P Akin-Olugbade (Elected Parent); Fr. C Davies (Foundation); Mr L Cleeve (Foundation)

In Attendance: Lacey Hall (LH)

Apologies: None

The meeting was quorate.

1.	Opening Prayer	Actions
2.	Welcome and Apologies for Absence	
3.	<p>Register of Interests SH declared she is a governor at Waddesdon School. Chair declared he is a Foundation Director at Pope Francis Multi Academy Company. EM declared that she is a teacher at Blessed George Napier school. NH-A declared that she is a governor at Blessed George Napier school. GR declared that he is Chair of the PTFA.</p>	
4.	<p>Minutes of the last meeting of 21st October 2024 were declared to be a true record and were signed by Chair.</p> <p>Matters Arising</p> <ol style="list-style-type: none"> 1. Percentage of Christians on roll (of any denomination) 79% 2. Business Plan – a marketing plan has been drafted and HT &SBM are working on a marketing strategy 3. Discuss child speaking at the end of Mass 4. Governors to complete PREVENT Duty Awareness training – all standing governors have completed. New governor to complete as part of induction 5. Avenues for training – included in agenda item 14. 6. Sign Code of Conduct – New governor to sign GovernorHub and Foundation Governor declaration 7. Succession Planning – There will be a parent governor election after half term. Potential candidate for Foundation Governors will be approached, however we may need to advertise in the Parish. 	

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	PFMAC was approached, however there are many schools in a similar position.	
5.	<p>CSI Inspection</p> <p>positive inspection which was good overall with outstanding Catholic Life and Mission. HT reported that it was a very thorough and fair two days with very experienced inspectors. The timetable was kept as it should be, and they witnessed that Catholic virtues are embedded and ingrained in the school and children. RE governor shared that the inspector had told him that the “solid data shows they are well above national average. They are thirsty for knowledge.” He said that this should continue to drive us forward.</p> <p>explained that there are clear areas for development and that the whole team pulled together and the school got the result we deserve. He said that we will be ready for Ofsted in two years, with confidence in our strengths and where to develop. Parent feedback was 97% positive.</p> <p>stated that any anxiety was from the process itself, not from school leaders.</p> <p>passed the thanks of the LGB to leadership and staff.</p>	
6.	<p>Headteacher’s Report</p> <p>HT spoke about some of the activities in school –the new Deputy Head has made a great start, lots of trips (Young Voices was amazing), the research project with Science Oxford is going really well.</p> <p>Governor’s discussed how the number of EHCP’s in school are above average. HT agreed and said this was a true reflection and thanked the SENCo who is very efficient at getting the applications completed. The funding is currently spent on support staff. Governors questioned why reception has a higher proportion of disadvantaged children. It is because there are a lower number of pupils in this cohort.</p> <p>Discussing Catholic Life, HT explained that all Christmas plays and performances this year were religious, as in the past they hadn’t been.</p> <p>HT stated that we are now running a different financial calendar. Under the academy we had moved from an April-March calendar to a September to August one. This means that the new budget is pro-rata for January to August.</p> <p>There was significant absence in January, as 20 plus pupils were out of school daily. This seems to be back to normal levels now. 14.2% persistent absence is being worked on. Initial letters are sent home if attendance falls below 90%, three weeks later a follow up letter states whether attendance is improving or not. If attendance is still below 90% after 3 weeks of monitoring then parents are invited into school to discuss how they can be supported.</p> <p>Governors queried data analysis showing overall performance. HT explained that this is the second time these tests have been used to create data. The proposed framework for Ofsted is likely to focus on data, so we are in a good position as many schools no longer use detailed assessment systems. Governors challenged the low Year 6 reports across all subjects. HT said that he is working with Year 6, particularly in maths. Governors discussed the</p>	

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	culture of reading across the school, however test scores show that there is a discrepancy in grammar and punctuation.	
7.	Pastoral Matters It was requested that the school put out a message to parents for children's liturgy volunteers, particularly targeting reception and KS1.	
8.	Reports from Committees <ul style="list-style-type: none"> a. Finance and Resources Committee The committee now has an expanded Terms of Reference as it now covers staffing pay and appraisals. The school is to create a risk register and the Committee have oversight of this. Although the LGB are aware of the budget, they no longer approve it. They will ratify the budget after it has been approved by PFMAC. Although the top slice is slightly more than it was under the LA, we are receiving more for our money. It adds an extra layer of compliance and systems are more streamlined. b. Education Standards Committee This Committee also has a broader remit. They are removing the link governor roles and pulling them back under the Committee as work was being duplicated. Members of the Committee queried the ToRs as they appear to be at director level. Changes will be made and Governance Manager informed. Learning Walks have been useful and are good practice. HT will share dates of curriculum and music sharing, and map out the year. c. Admissions There have been three meetings since the last FGB. Places have been offered where they are available. An appeal has been upheld, but parents have not yet confirmed they are going to take the place. Governors asked for clarification - were they refused a place as there wasn't one available, and is there still not a place? Committee confirmed there isn't a place in the class and the child is joining another, which will become a slightly mixed year group. 	
9.	Safeguarding (S175) Audit Response & Link Governor Meeting 30/01/25 Link governor explained they had met with SENCo who demonstrated that the majority of staff continue to make good use of My Concern. This covers a full scope but the majority are around behaviour which also goes in Trackit. There is a strong, open culture of safeguarding, including mechanisms for children to share. The SCR is currently being migrated to a new online system, SCR Tracker and an action plan has been created following the annual audit.	
10.	Pupil Premium Report 2023/24 This is on the school website as required. The outcomes have been updated and show that PP has been spent on the Home School Link Worker and the RAW Project. The plan has been adapted this year to meet the intended outcomes. Governors are advised to review where we are spending this year, including training for staff and looking into Rainbow's counselling which is from a Catholic perspective.	

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11.	<p>PFMAC</p> <p>Changes to LGB Link Governor Roles and Committees</p> <p>Governors are to ensure that they are aware of the changes to their roles and to look at the document on the GovernorHub noticeboard.</p> <p>The Safeguarding link governor role will start to be passed over to the new Foundation Governor and it is planned that the Pupil Premium role will be picked up by the next new Foundation Governor in May. The pupil behaviour role will be handed to the next Parent Governor.</p> <p>Chairs for the Finance and Resources Committee and Admissions Committee will also need to be replaced.</p>	
12.	<p>Inspection Data Summary Report</p> <p>Updated version has been uploaded to Governor Hub.</p>	
13.	<p>Review of School Policies</p> <p>a. RHE Policy Approved by Governors</p> <p>b. Admissions Policy 2026/27 Approved by Governors</p>	
14.	<p>Governor Training and Skills Audit</p> <p>Governors are to continue accessing Oxfordshire County Council and PFMAC resources containing training are now accessible on GovernorHub.</p> <p>All Governors to complete OCC bitesize Risk Management training</p>	
13.	<p>Any Other Business</p> <p>H&S link governor reported that the fabric of the building is very good, with some repair needed to outdoor play equipment and a lock on the electricity fuse cupboard.</p>	
14	<p>Date of Next Meeting</p> <p>Monday 12 May 2025.</p> <p>Meeting finished at 8:00pm.</p>	

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